



MEMORANDUM

Purchasing Department

Date: July 13, 2009

To: Potential Vendors

From: Buddy Harlan, Purchasing Agent

cc: file

Re: How do I get on the bid list or register as a vendor with Maury County?

The Maury County Government Purchasing Department notifies potential vendors by first class letter whenever bid invitations are open. This letter refers vendors to the official Maury County Government website in order to view and/or download all information that is pertinent to that particular invitation.

All descriptive information regarding what is being bid as well as the instructions on how to submit a bid can be found at: www.maurycounty-tn.gov in the "**Purchasing link**" under the heading "**Current Bids**".

If there is nothing listed under the **Current Bids** heading, there are no bids open at that time. This webpage is usually updated on Mondays. In the event that Monday is a holiday, updates will occur on Tuesday.

To get on the bid list for the Maury County Government, you must submit in writing, your company's name, address, telephone number, fax number, contact person and e-mail address, if applicable. Also, list in your submittal the product(s) or service(s) your company provides. **NOTE:** Fax or email versions will NOT be accepted.

Print a copy of the attached Vendor Application, complete the application form and return it by mail to:

Maury County Purchasing Department
Attn: Buddy Harlan
#1 Public Square, 2nd Floor
Columbia, TN 38401

NOTE:

Bidders who conduct business with Maury County Government must comply with TCA 50-1-103 (regarding employment of illegal aliens). Violation of this statute could result in a suspension of appropriate licensure and loss of business with Maury County.

**Bidders must also be able to provide a copy of a valid business license.
(At the request of Maury County)**



**MAURY COUNTY, TENNESSEE
PURCHASING DEPARTMENT
VENDOR APPLICATION**

PLEASE COMPLETE ALL INFORMATION REQUESTED ON THIS FORM AND RETURN IT BY MAIL TO:

**Maury County Purchasing Department
#1 Public Square, 2nd Floor
Columbia, TN 38401**

CHECK ONE: *INITIAL APPLICATION* _____ *REVISION:* _____

Company Name: _____

(Include Corporate, Division names or other affiliations)

Company Address: _____

Contact Person: _____

Telephone: _____ Fax: _____ Mobile: _____

Email Address (if applicable): _____

Products Produced/Carried/Represented or Services Provided: _____

References *(Customers include name, address & phone numbers)*:

1. _____

2. _____

3. _____

Comments/Recommendations: _____

Signature

Date

Submission of this form will provide Maury County with a database of vendors to be used for our bid list.